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ABSTRACT

This step-by-step guide to printing AppleWorks database files using the Apple IIe computer covers (1) naming the report; (2) selecting a printer; and (3) printing the report for both the labels and the tables formats. Twenty-one sample screen displays which illustrate the steps and examples of the printed reports are included. (MES)

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PRINTING APPLEWORKS DATA BASE FILES WITH THE APPLE IIe COMPUTER

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Richard M. Schlenker

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INTRODUCTION

"Printing AppleWorks Data Base Files With The Apple IIe Computer" was developed for use as a "how to" training device. It can be used easily with Apple IIe computers which have a Duodisk or two disk drives. In addition, it can be used with Apple IIe computers having only a single disk drive as long as the user follows the directions printed on the screen religiously. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and version (V) 1.3 of the AppleWorks program. The pictures one sees in the Figures are those that will be seen when V1.3 of the AppleWorks program is used for the printing process. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.

2. A Duodisk or two disk drives.

3. AppleWorks startup and AppleWorks program disks. The program may be located on opposite sides of the same computer disk.

4. One data disk on with a data base file stored on it.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

2. Bootup the AppleWorks program.

3. Load the data base file to be printed from the data storage disk into the computer memory. This action should put the data base file on the computer monitor screen which is where this document starts. The data base file used in this document is a portion of a library file used regularly by the author.

After using this document, Apple IIe computer operators should be able to print AppleWorks data base files using V1.3 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

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DIRECTIONS

01. In The Beginning. In the beginning, prior to starting the printing operation, your data base file should appear similar to the example shown in Figure 1.

File: DOC.LIBRARY.005 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00482	WP	Publishi	Copyrig	Reque	Schlen	88NO	000025(	LETTER	COURSEStende
00483	DB	Activity	First g	Data	Schlen	Nov	000025	List	Activity Use
00484	WP	Activity	Physica	First	Schlen	Nov	000025(	Paragraph	Teachers
00485	WP	Chemistr	Safety	Chemi	Schlen	88DE	000008(	Memo	All secondar
00486	WP	Student	JSHS SY	Reque	Schlen	88DE	000008(	Letter	Doris A. Ell
00487	WP	Evaluati	Science	Reque	Schlen	88DE	000008(	Letter	Program dire
00488	WP	Activity	Sound	Integ	Schlen	88DE	000025(	Paragraph	Science Teac
00489	SS	Budget	Science	Examp	Schlen	88DE	000025(	List	Principals a
00490	DB	Activity	Levers	Blank	Schlen	88DE	000025(	Blank DB	Schlenker
00491	WP	Schedule	Science	Sched	Schlen	88DE	000008(	Priority	DSO-K and Sc
00492	WP	Student	JSHS SY	Refun	Schlen	88DE	000025(	Memo	Larson. Walk
00493	WP	Material	Moon Ro	Non-a	Schlen	88DE	000008(	Memo	All pacific
00494	WP	Courses	Request	Compl	Schlen	88DE	000008(	Memo	Henry Demps.
00495	WP	Courses	Descrip	Colle	Schlen	88DE	000008(	Memo	Chief of Edu
00496	WP	Curricul	Activit	First	Schlen	88DE	000025(	Article	Editor. Scop

Type entry or use @ commands @-? for Help

Figure 1. An example Data Base File.

02. Selecting A Print Format. To enter the print option, press the OPEN-APPLE and the "P" keys at the same time. As a result of this action, your screen should appear identical to the picture shown in Figure 2. Note that the program provides us with 5 options; (1) Get a report format; (2) Create a new "Tables" format; (3) Create a new "Labels" format; (4) Duplicate an existing format, and; (5) Erase a format.

File: DOC.LIBRARY.005 REPORT MENU Escape: Review/Add/Change
Report: None

1. Get a report format
2. Create a new "tables" format
3. Create a new "labels" format
4. Duplicate an existing format
5. Erase a format

Type number, or use arrows, then press Return 32K Avail.

Figure 2. The Monitor Screen After Exercising The Initial Print Option

a. Select the first option as follows.

(1) Insure the option is high lighted by pressing the UP-ARROW key if necessary.

(2) Press the RETURN key once. The monitor screen will appear like the picture shown in Figure 3, indicating that a format cannot be accessed because it has not yet been constructed.

```
File: DOC.LIBRARY.005          REPORT CATALOG          Escape: Report Menu
Report: None

================================================================================

                        You don't have any report formats

--------------------------------------------------------------------------------
Press Space Bar to continue                                          35K Avail.
```

Figure 3. The Monitor Screen After Selecting The "Get a report format" Option.

b. Return to the Report Menu by pressing the ESCAPE key once.

c. Select the tables format option as follows.

(1) Insure that option #2 in highlighted.

(2) Press the RETURN key once. The monitor screen now appears identical to Figure 4.

```
File: DOC.LIBRARY.005          NAME THE NEW REPORT          Escape: Report Menu
Report: None

================================================================================

--------------------------------------------------------------------------------
Type a name for the report:                                          36K Avail.
```

Figure 4. The Monitor Screen After Selecting The Tables Format Option.

c. Name the report by typing the name you wish to appear at the top of the page when the file has been printed. An example is shown in Figure 5.

```
File: DOC.LIBRARY.005          NAME THE NEW REPORT          Escape: Erase entry
Report: None

================================================================================

--------------------------------------------------------------------------------
Type a name for the report:  LIBRARY                                  36K Avail.
```

Figure 5. Naming The Report.

d. Enter the print options phase by pressing the RETURN key once. The monitor screen changes to appear like the example shown in Figure 6.

```
File: DOC.LIBRARY.005          REPORT FORMAT          Escape: Report Menu
Report: LIBRARY
Selection: All records

================================================================================
--> or <--  Move cursor                      @-J  Right justify this category
 >  @   <   Switch category positions        @-K  Define a calculated category
--> @  <--  Change column width              @-N  Change report name and/or title
@-A  Arrange (sort) on this category        @-O  Printer options
@-D  Delete this category                   @-P  Print the report
@-G  Add/remove group totals                @-R  Change record selection rules
@-I  Insert a prev. deleted category        @-T  Add/remove category totals
--------------------------------------------------------------------------------

DOC. NO:    DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:       AUTHOR:      D
-A--------- -B--------- -C--------- -D--------- -E--------- -F--------- -
00482       WP           Publishing   Copyright    Request for  Schlenker    8
00483       DB           Activity     First grade  Data base fo Schlenker    N
00484       WP           Activity     Physical Sci First class  Schlenker  u N

-------------------------------------------------------------------- More --->
Use options shown above to change report format                  35K Avail.
```

Figure 6. The Beginning Of The Print Option Phase.

e. Return to the Report Menu by pressing the ESCAPE key once. The screen now appears like that shown in Figure 7.

```
File: DOC.LIBRARY.005          REPORT MENU          Escape: Review/Add/Change
Report: LIBRARY

================================================================================

                        1.  Get a report format
                        2.  Create a new "tables" format
                        3.  Create a new "labels" format
                        4.  Duplicate an existing format
                        5.  Erase a format
                        6.  Keep working with current format

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        35K Avail.
```

Figure 7. The Monitor After Returning To The Report Menu.

e. Select the labels format as follows.

(1) Press the DOWN-ARROW key twice to highlight the desired option.

(2) Press the RETURN key once. Now examine Figure 8.

File: DOC.LIBRARY.005 NAME THE NEW REPORT Escape: Report Menu
Report: LIBRARY

Type a name for the report: 35K Avail.

Figure 8. Monitor Screen With The Labels Option Selected.

f. Name the file as before by typing the name you want to appear on the report. The file following the naming process is shown in Figure 9.

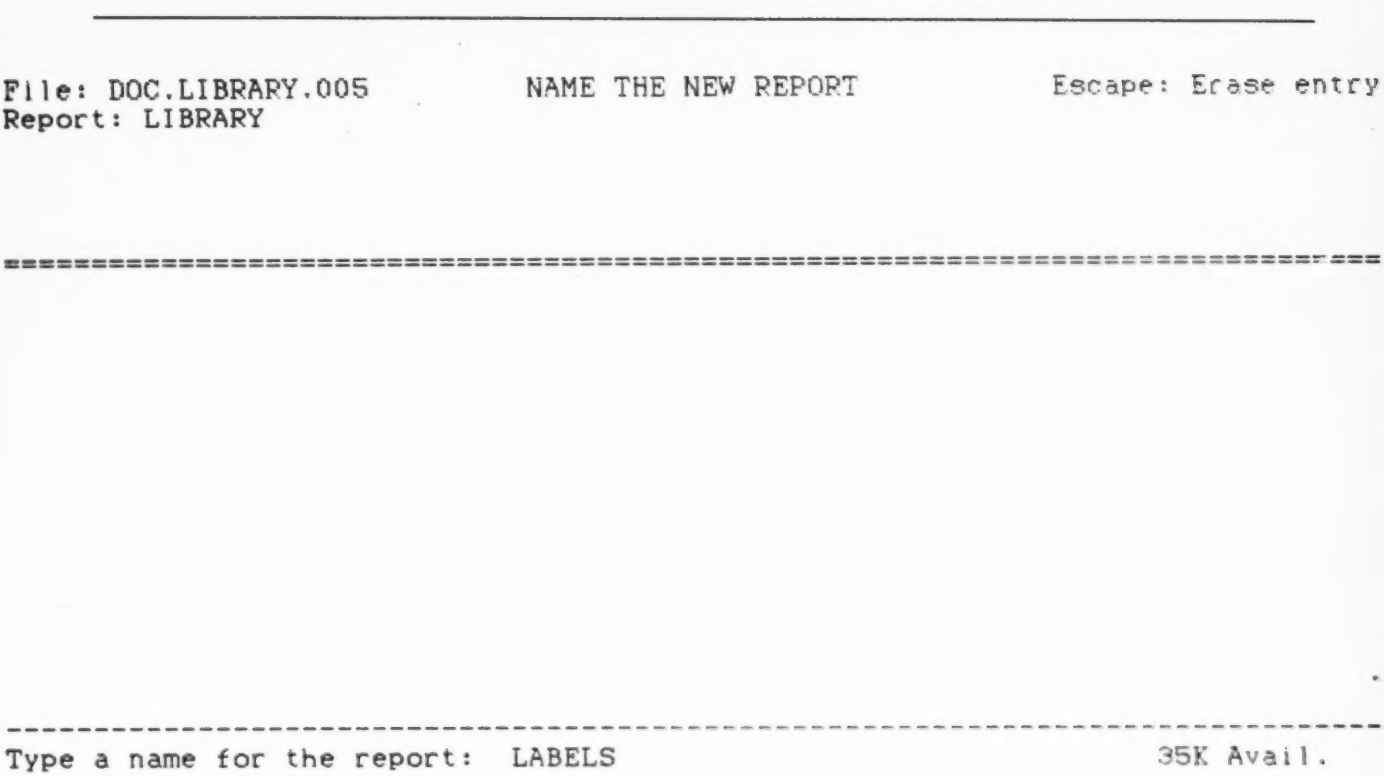

Figure 9. The Report After It Has Been Named.

g. Enter the print option phase by pressing the RETURN key once. The screen changes to appear like the example shown in Figure 10.

```
File: DOC.LIBRARY.005          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines-----------------------


--------------------------------------------------------------------------------
Use options shown on Help Screen                                  @-? for Help
```

Figure 10. The Screen After Entering The Print Option Phase.

03. Selecting A Printer. Since we are not interested in investigating print options but rather actually printing a report, we shall proceed, first printing the report using the labels format and then the tables format.

a. Printing The Report In Labels Format.

(1) Press the OPEN-APPLE and the "P" keys at the same time. The monitor screen now appears identical to the picture shown in Figure 11.

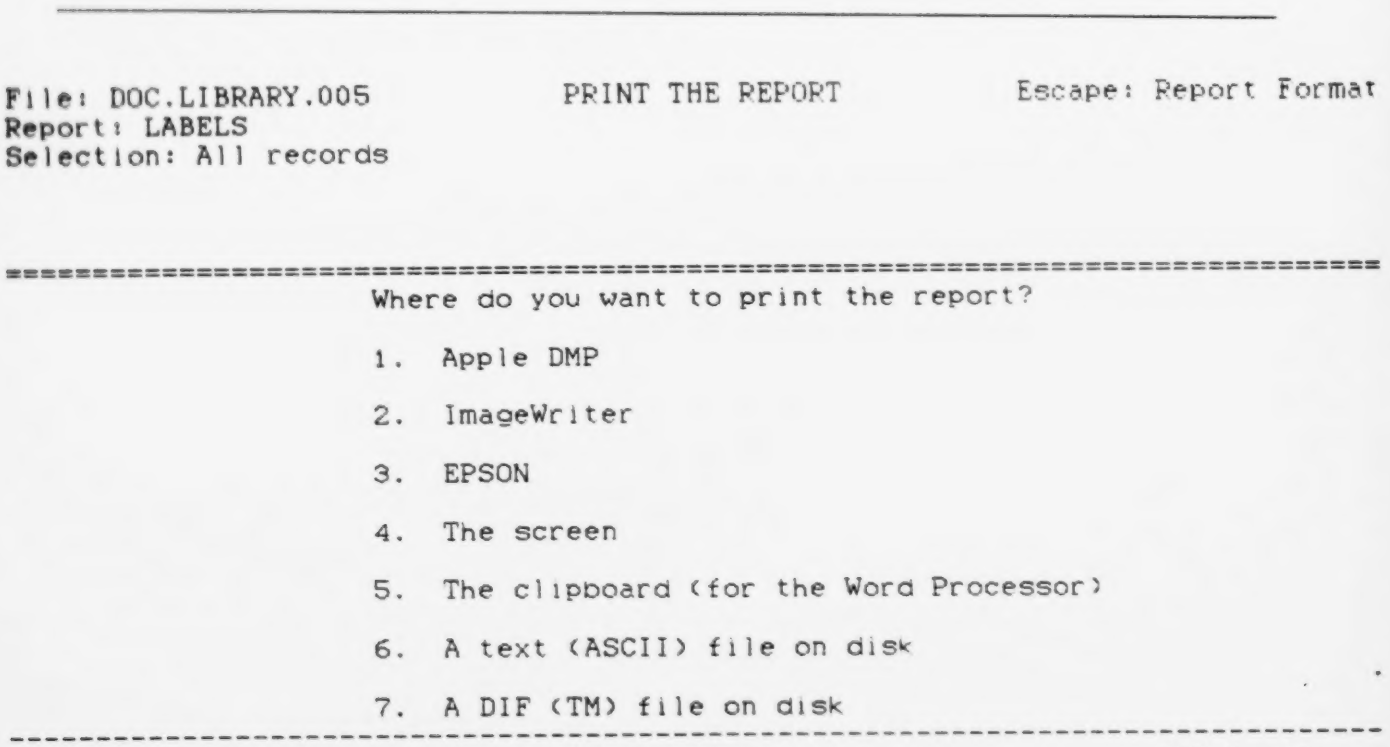
File: DOC.LIBRARY.005
PRINT THE REPORT
Escape: Report Format
Report: LABELS
Selection: All records
Where do you want to print the report?
1. Apple DMP
2. ImageWriter
3. EPSON
4. The screen
5. The clipboard (for the Word Processor)
6. A text (ASCII) file on disk
7. A DIF (TM) file on disk
Type number, or use arrows, then press Return
35K Avail.

Figure 11. The Screen Showing The Select A Printer Options.

(2) Highlight the type of printer you have by using the DOWN-ARROW key. Many Apple systems use the ImageWriter printer. If the type of printer interfaced with your system is not shown here, consult your AppleWorks instruction book to obtain directions regarding how to alter the AppleWorks program so that the printer you have can be used. That procedure makes use of option #7 of the "Other Options" menu, reached through the "Main Menu."

(3) Press the RETURN key once. The monitor screen now looks like the picture shown in Figure 12.

```
File: DOC.LIBRARY.005          PRINT THE REPORT   Escape: Restore former entry
Report: LABELS
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape        to stop printing and
                                  return to report format

                    Space Bar     to pause
                                  to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:  1                                  35K Avail.
```

Figure 12. The Monitor Screen After Selecting The Correct Printer.

(4) Type the report date as directed on the screen. Figure 13 shows the monitor screen after accomplishing this task.

```
File: DOC.LIBRARY.005          PRINT THE REPORT   Escape: Restore former entry
Report: LABELS
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape        to stop printing and
                                  return to report format

                    Space Bar     to pause
                                  to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:  13MAY89                          35K Avail.
```

Figure 13. The Monitor Showing The Report Date Typed.

(5) Press the RETURN key once and examine Figure 14.

```
File: DOC.LIBRARY.005          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape      to stop printing and
                                return to report format

                    Space Bar   to pause
                                to continue printing

--------------------------------------------------------------------------------
How many copies? 1                                                  35K Avail.
```

Figure 14. The Monitor Screen With The Report Date Entered.

(6) Select the number of copies you wish the computer to print as follows:

(a) Type number.

(b) Press the RETURN key once. Pressing the RETURN key automatically causes the printer to begin printing, provided it is turned on, has paper, and so on. Following the printing, the screen appears as it does in Figure 15. An example of the printed copy is shown in Figure 16.

(c) If you desire to print only one copy of the report, press the RETURN key without selecting a number. In this case, 1 will automatically be selected. Pressing the RETURN key causes the printer to begin printing. Following the printing, the screen appears as it does in Figure 15.

```
File: DOC.LIBRARY.005              REPORT FORMAT              Escape: Report Menu
Report: LABELS
Selection: All records


================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines-----------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ^-? for Help
```

Figure 15. The Screen After The Printing Operation Has Been Completed.

```
File:   DOC.LIBRARY.005                                    Page  1
Report: LABELS                                             13MAY8
```

00482
WP
Publishing
Copyright
Request for information from the superintnendent of documents
Schlenker
88NOV26
000025(Apple Computer) side 2
LETTER
Superintendent of Documents, WAshington, DC
00483
DB
Activity
First grade science
Data base for DOC. NO. 00399.02
Schlenker
Nov 26 88
000025 (AppleWorks) side 2
List
Activity Users

Figure 16. An Example Of The Printed Report.

b. Printing The Report In The Tables Format.

(1) Return to the print options as follows.

(a) Press the ESCAPE key once. This action takes you to the Report Format selections.

(2) Select the "Get a report format option" by insuring that that choice is highlighted. If necessary, use the UP-ARROW key to accomplish the task.

(a) Press the RETURN key once. The screen now looks like the picture shown in Figure 17.

```
File: DOC.LIBRARY.005          REPORT CATALOG          Escape: Report Menu
Report: None

================================================================================

                    Current report formats:

                       1.  LIBRARY
                       2.  LABELS

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    35E Avail:
```

Figure 17. The Monitor Screen With "Get a report format option" Chosen.

(3) Select the tables format made earlier as follows:

(a) Highlight the proper report title using the ARROW keys.

(b) Press the RETURN key once. The monitor screen changes to appear as the example in Figure 18.

```
File: DOC.LIBRARY.005          REPORT FORMAT          Escape: Report Menu
Report: LIBRARY
Selection: All records

================================================================================
--> or <--  Move cursor                      @-J  Right justify this category
 >  @   <   Switch category positions        @-K  Define a calculated category
--> @  <--  Change column width              @-N  Change report name and/or title
@-A  Arrange (sort) on this category        @-O  Printer options
@-D  Delete this category                   @-P  Print the report
@-G  Add/remove group totals                @-R  Change record selection rules
@-I  Insert a prev. deleted category        @-T  Add/remove category totals
--------------------------------------------------------------------------------

DOC. NO:    DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:       AUTHOR:      D
-A--------- -B--------- -C--------- -D--------- -E--------- -F--------- -
00482       WP           Publishing   Copyright    Request for  Schlenker    8
00483       DB           Activity     First grade  Data base fo Schlenker    N

-------------------------------------------------------------------- More --->
Use options shown above to change report format                  34K Avail.
```

Figure 18. The Screen After Returning To The Previosiy Constructed Tables format.

(4) Since we are not, as previously mentioned above, interested in exploring the various print options, press the OPEN-APPLE and the "P" keys at the same time. This action moves you to the select printer request (see Figure 19).

```
File: DOC.LIBRARY.005          PRINT THE REPORT          Escape: Report Format
Report: LIBRARY
Selection: All records

================================================================================
                    Where do you want to print the report?

                    1.  Apple DMP

                    2.  ImageWriter

                    3.  EPSON

                    4.  The screen

                    5.  The clipboard (for the Word Processor)

                    6.  A text (ASCII) file on disk

                    7.  A DIF (TM) file on disk
--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      34K Avail.
```

Figure 19. Printer Select Request.

(5) Use the ARROW keys to select the proper printer and then press the RETURN key once. This brings you to the select date request (see Figure 20).

```
File: DOC.LIBRARY.005          PRINT THE REPORT   Escape: Restore former entry
Report: LIBRARY
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape       to stop printing and
                                 return to report format

                    Space Bar    to pause
                                 to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:                                  34K Avail.
```

Figure 20. Select Date Request.

(6) Type the date and press the RETURN key once. You are now in the number of copies request (see Figure 21).

```
File: DOC.LIBRARY.005          PRINT THE REPORT          Escape: Report Format
Report: LIBRARY
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape        to stop printing and
                                  return to report format

                    Space Bar     to pause
                                  to continue printing

--------------------------------------------------------------------------------
How many copies? 1                                                  34K Avail.
```

Figure 21. Number Of Copies Request.

(7) Type the number of copies and press the RETURN key once. The printer will automatically begin to print (providing it is energized and setup correctly). Following the completion of the printing task, the screen will appear similar to the example shown in Figure 22. An example of the printed report is shown in Figure 23.

```
File: DOC.LIBRARY.005              REPORT FORMAT              Escape: Report Menu
Report: LIBRARY
Selection: All records


================================================================================
--> or <--  Move cursor                      @-J  Right justify this category
 >  @   <   Switch category positions        @-K  Define a calculated category
--> @  <--  Change column width              @-N  Change report name and/or title
@-A  Arrange (sort) on this category        @-O  Printer options
@-D  Delete this category                   @-P  Print the report
@-G  Add/remove group totals                @-R  Change record selection rules
@-I  Insert a prev. deleted category        @-T  Add/remove category totals
--------------------------------------------------------------------------------

DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:       AUTHOR:      D
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -
00482        WP           Publishing   Copyright    Request for  Schlenker    8
00483        DB           Activity     First grade  Data base fo Schlenker    N


-------------------------------------------------------------------- More --->
Use options shown above to change report format                   34K Avail.
```

Figure 22. The Screen After Completion Of The Printing Task.

File: DOC.LIBRARY.005 Page 1
Report: LIBRARY 13MAY89

DOC. NO:	DOC. TYPE:	KEY WORD:	SUBJECT:	TITLE:	AUTHOR:	DA
00482	WP	Publishing	Copyright	Request for	Schlenker	88
00483	DB	Activity	First grade	Data base fo	Schlenker	No

Figure 23. An Example Of The Printed Report.

PRINTING APPLEWORKS DATA BASE FILES WITH THE APPLE IIe COMPUTER

INTRODUCTION

"Printing AppleWorks Data Base Files With The Apple IIe Computer" was developed for use as a "how to" training device. It can be used easily with Apple IIe computers which have a Duodisk or two disk drives. In addition, it can be used with Apple IIe computers having only a single disk drive as long as the user follows the directions printed on the screen religiously. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and version (V) 1.3 of the AppleWorks program. The pictures one sees in the Figures are those that will be seen when V1.3 of the AppleWorks program is used for the printing process. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

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3. AppleWorks startup and AppleWorks program disks. The program may be located on opposite sides of the same computer disk.

4. One data disk on with a data base file stored on it.

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3. Load the data base file to be printed from the data storage disk into the computer memory. This action should put the data base file on the computer monitor screen which is where this document starts. The data base file used in this document is a portion of a library file used regularly by the author.

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E
P
S

DIRECTIONS

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Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00482	WP	Publishi	Copyrig	Reque	Schlen	88NO	000025(	LETTER	COURSESTende
00483	DB	Activity	First g	Data	Schlen	Nov	000025	List	Activity Use
00484	WP	Activity	Physica	First	Schlen	Nov	000025(	Paragraph	Teachers
00485	WP	Chemistr	Safety	Chemi	Schlen	88DE	000008(	Memo	All secondar
00486	WP	Student	JSHS SY	Reque	Schlen	88DE	000008(	Letter	Doris A. Ell
00487	WP	Evaluati	Science	Reque	Schlen	88DE	000008(	Letter	Program dire
00488	WP	Activity	Sound	Integ	Schlen	88DE	000025(	Paragraph	Science Teac
00489	SS	Budget	Science	Examp	Schlen	88DE	000025(	List	Principals a
00490	DB	Activity	Levers	Blank	Schlen	88DE	000025(	Blank DB	Schlenker
00491	WP	Schedule	Science	Sched	Schlen	88DE	000008(	Priority	DSO-K and Sc
00492	WP	Student	JSHS SY	Refun	Schlen	88DE	000025(	Memo	Larson, Walk
00493	WP	Material	Moon Ro	Non-a	Schlen	88DE	000008(	Memo	All pacific
00494	WP	Courses	Request	Compl	Schlen	88DE	000008(	Memo	Henry Demps.
00495	WP	Courses	Descrip	Colle	Schlen	88DE	000008(	Memo	Chief of Edu
00496	WP	Curricul	Activit	First	Schlen	88DE	000025(	Article	Editor. Scop

Type entry or use @ commands @-? for Help

Figure 1. An example Data Base File.

02. Selecting A Print Format. To enter the print option, press the OPEN-APPLE and the "P" keys at the same time. As a result of this action, your screen should appear identical to the picture shown in Figure 2. Note that the program provides us with 5 options; (1) Get a report format; (2) Create a new "Tables" format; (3) Create a new "Labels" format; (4) Duplicate an existing format, and; (5) Erase a format.

File: DOC.LIBRARY.005 REPORT MENU Escape: Review/Add/Change
Report: None

1. Get a report format
2. Create a new "tables" format
3. Create a new "labels" format
4. Duplicate an existing format
5. Erase a format

Type number, or use arrows, then press Return 32K Avail.

Figure 2. The Monitor Screen After Exercising The Initial Print Option

a. Select the first option as follows.

(1) Insure the option is high lighted by pressing the UP-ARROW key if necessary.

(2) Press the RETURN key once. The monitor screen will appear like the picture shown in Figure 3, indicating that a format cannot be accessed because it has not yet been constructed.

File: DOC.LIBRARY.005 REPORT CATALOG Escape: Report Menu
Report: None

You don't have any report formats

Press Space Bar to continue 35K Avail.

Figure 3. The Monitor Screen After Selecting The "Get a report format" Option.

b. Return to the Report Menu by pressing the ESCAPE key once.

c. Select the tables format option as follows.

(1) Insure that option #2 in highlighted.

(2) Press the RETURN key once. The monitor screen now appears identical to Figure 4.

```
File: DOC.LIBRARY.005          NAME THE NEW REPORT          Escape: Report Menu
Report: None

==========================================================================

--------------------------------------------------------------------------
Type a name for the report:                                      36K Avail.
```

Figure 4. The Monitor Screen After Selecting The Tables Format Option.

c. Name the report by typing the name you wish to appear at the top of the page when the file has been printed. An example is shown in Figure 5.

```
File: DOC.LIBRARY.005          NAME THE NEW REPORT          Escape: Erase entry
Report: None

================================================================================

--------------------------------------------------------------------------------
Type a name for the report:  LIBRARY                                  36K Avail.
```

Figure 5. Naming The Report.

d. Enter the print options phase by pressing the RETURN key once. The monitor screen changes to appear like the example shown in Figure 6.

```
File: DOC.LIBRARY.005          REPORT FORMAT          Escape: Report Menu
Report: LIBRARY
Selection: All records

================================================================================
--> or <--  Move cursor                        @-J  Right justify this category
 >  @   <   Switch category positions          @-K  Define a calculated category
--> @  <--  Change column width                @-N  Change report name and/or title
@-A  Arrange (sort) on this category          @-O  Printer options
@-D  Delete this category                     @-P  Print the report
@-G  Add/remove group totals                  @-R  Change record selection rules
@-I  Insert a prev. deleted category          @-T  Add/remove category totals
--------------------------------------------------------------------------------

DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:       AUTHOR:      D
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -
00482        WP           Publishing   Copyright    Request for  Schlenker    8
00483        DB           Activity     First grade  Data base fo Schlenker    N
00484        WP           Activity     Physical Sci First class  Schlenker  u N

-------------------------------------------------------------------- More --->
Use options shown above to change report format                  35K Avail.
```

Figure 6. The Beginning Of The Print Option Phase.

e. Return to the Report Menu by pressing the ESCAPE key once. The screen now appears like that shown in Figure 7.

```
File: DOC.LIBRARY.005          REPORT MENU          Escape: Review/Add/Change
Report: LIBRARY

================================================================================

                        1.  Get a report format
                        2.  Create a new "tables" format
                        3.  Create a new "labels" format
                        4.  Duplicate an existing format
                        5.  Erase a format
                        6.  Keep working with current format

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      35K Avail.
```

Figure 7. The Monitor After Returning To The Report Menu.

e. Select the labels format as follows.

(1) Press the DOWN-ARROW key twice to highlight the desired option.

(2) Press the RETURN key once. Now examine Figure 8.

```
File: DOC.LIBRARY.005          NAME THE NEW REPORT          Escape: Report Menu
Report: LIBRARY

================================================================================




--------------------------------------------------------------------------------
Type a name for the report:                                          35K Avail.
```

Figure 8. Monitor Screen With The Labels Option Selected.

f. Name the file as before by typing the name you want to appear on the report. The file following the naming process is shown in Figure 9.

File: DOC.LIBRARY.005 NAME THE NEW REPORT Escape: Erase entry
Report: LIBRARY

Type a name for the report: LABELS 35K Avail.

Figure 9. The Report After It Has Been Named.

g. Enter the print option phase by pressing the RETURN key once. The screen changes to appear like the example shown in Figure 10.

```
File: DOC.LIBRARY.005          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines-------------------------


--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ⌘-? for Help
```

Figure 10. The Screen After Entering The Print Option Phase.

03. Selecting A Printer. Since we are not interested in investigating print options but rather actually printing a report, we shall proceed, first printing the report using the labels format and then the tables format.

a. Printing The Report In Labels Format.

(1) Press the OPEN-APPLE and the "P" keys at the same time. The monitor screen now appears identical to the picture shown in Figure 11.

```
File: DOC.LIBRARY.005          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================
                    Where do you want to print the report?

                    1.  Apple DMP

                    2.  ImageWriter

                    3.  EPSON

                    4.  The screen

                    5.  The clipboard (for the Word Processor)

                    6.  A text (ASCII) file on disk

                    7.  A DIF (TM) file on disk
--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        35K Avail.
```

Figure 11. The Screen Showing The Select A Printer Options.

(2) Highlight the type of printer you have by using the DOWN-ARROW key. Many Apple systems use the ImageWriter printer. If the type of printer interfaced with your system is not shown here, consult your AppleWorks instruction book to obtain directions regarding how to alter the AppleWorks program so that the printer you have can be used. That procedure makes use of option #7 of the "Other Options" menu, reached through the "Main Menu."

(3) Press the RETURN key once. The monitor screen now looks like the picture shown in Figure 12.

```
File: DOC.LIBRARY.005          PRINT THE REPORT   Escape: Restore former entry
Report: LABELS
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape        to stop printing and
                                  return to report format

                    Space Bar     to pause
                                  to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:  1                                 35K Avail.
```

Figure 12. The Monitor Screen After Selecting The Correct Printer.

(4) Type the report date as directed on the screen. Figure 13 shows the monitor screen after accomplishing this task.

```
File: DOC.LIBRARY.005          PRINT THE REPORT    Escape: Restore former entry
Report: LABELS
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape        to stop printing and
                                  return to report format

                    Space Bar     to pause
                                  to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:  13MAY89                          35K Avail.
```

Figure 13. The Monitor Showing The Report Date Typed.

(5) Press the RETURN key once and examine Figure 14.

```
File: DOC.LIBRARY.005          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================

                While the printer is running
                you can use these keys:

                Escape        to stop printing and
                              return to report format

                Space Bar     to pause
                              to continue printing

--------------------------------------------------------------------------------
How many copies? 1                                                  35K Avail.
```

Figure 14. The Monitor Screen With The Report Date Entered.

(6) Select the number of copies you wish the computer to print as follows:

(a) Type number.

(b) Press the RETURN key once. Pressing the RETURN key automatically causes the printer to begin printing, provided it is turned on, has paper, and so on. Following the printing, the screen appears as it does in Figure 15. An example of the printed copy is shown in Figure 16.

(c) If you desire to print only one copy of the report, press the RETURN key without selecting a number. In this case, 1 will automatically be selected. Pressing the RETURN key causes the printer to begin printing. Following the printing, the screen appears as it does in Figure 15.

```
File: DOC.LIBRARY.005          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines-------------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                  9-? for Help
```

Figure 15. The Screen After The Printing Operation Has Been Completed.

File: DOC.LIBRARY.005 Page 1
Report: LABELS 13MAY8

00482
WP
Publishing
Copyright
Request for information from the superintnendent of documents
Schlenker
88NOV26
000025(Apple Computer) side 2
LETTER
Superintendent of Documents, WAshington, DC
00483
DB
Activity
First grade science
Data base for DOC. NO. 00399.02
Schlenker
Nov 26 88
000025 (AppleWorks) side 2
List
Activity Users

Figure 16. An Example Of The Printed Report.

b. Printing The Report In The Tables Format.

(1) Return to the print options as follows.

(a) Press the ESCAPE key once. This action takes you to the Report Format selections.

(2) Select the "Get a report format option" by insuring that that choice is highlighted. If necessary, use the UP-ARROW key to accomplish the task.

(a) Press the RETURN key once. The screen now looks like the picture shown in Figure 17.

```
File: DOC.LIBRARY.005          REPORT CATALOG          Escape: Report Menu
Report: None

================================================================================

                    Current report formats:

                       1.  LIBRARY
                       2.  LABELS

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      35K Avail.
```

Figure 17. The Monitor Screen With "Get a report format option" Chosen.

(3) Select the tables format made earlier as follows:

(a) Highlight the proper report title using the ARROW keys.

(b) Press the RETURN key once. The monitor screen changes to appear as the example in Figure 18.

```
File: DOC.LIBRARY.005          REPORT FORMAT          Escape: Report Menu
Report: LIBRARY
Selection: All records

================================================================================
--> or <--  Move cursor                          @-J  Right justify this category
 >  @   <   Switch category positions            @-K  Define a calculated category
--> @  <--  Change column width                  @-N  Change report name and/or title
@-A  Arrange (sort) on this category            @-O  Printer options
@-D  Delete this category                       @-P  Print the report
@-G  Add/remove group totals                    @-R  Change record selection rules
@-I  Insert a prev. deleted category            @-T  Add/remove category totals
--------------------------------------------------------------------------------

DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:       AUTHOR:      D
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -
00482        WP           Publishing   Copyright    Request for  Schlenker    8
00483        DB           Activity     First grade  Data base fo Schlenker    N
                                                                              .

------------------------------------------------------------------- More --->
Use options shown above to change report format                   34K Avail.
```

Figure 18. The Screen After Returning To The Previosly Constructed Tables format.

(4) Since we are not, as previously mentioned above, interested in exploring the various print options, press the OPEN-APPLE and the "P" keys at the same time. This action moves you to the select printer request (see Figure 19).

```
File: DOC.LIBRARY.005          PRINT THE REPORT          Escape: Report Format
Report: LIBRARY
Selection: All records

================================================================================
                    Where do you want to print the report?

                    1.  Apple DMP

                    2.  ImageWriter

                    3.  EPSON

                    4.  The screen

                    5.  The clipboard (for the Word Processor)

                    6.  A text (ASCII) file on disk

                    7.  A DIF (TM) file on disk
--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      34K Avail.
```

Figure 19. Printer Select Request.

(5) Use the ARROW keys to select the proper printer and then press the RETURN key once. This brings you to the select date request (see Figure 20).

```
File: DOC.LIBRARY.005          PRINT THE REPORT   Escape: Restore former entry
Report: LIBRARY
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape      to stop printing and
                                return to report format

                    Space Bar   to pause
                                to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:                                  34K Avail.
```

Figure 20. Select Date Request.

(6) Type the date and press the RETURN key once. You are now in the number of copies request (see Figure 21).

```
File: DOC.LIBRARY.005          PRINT THE REPORT          Escape: Report Format
Report: LIBRARY
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape        to stop printing and
                                  return to report format

                    Space Bar     to pause
                                  to continue printing

--------------------------------------------------------------------------------
How many copies?  1                                              34K Avail.
```

Figure 21. Number Of Copies Request.

(7) Type the number of copies and press the RETURN key once. The printer will automatically begin to print (providing it is energized and setup correctly). Following the completion of the printing task, the screen will appear similar to the example shown in Figure 22. An example of the printed report is shown in Figure 23.

```
File: DOC.LIBRARY.005          REPORT FORMAT          Escape: Report Menu
Report: LIBRARY
Selection: All records

================================================================================
--> or <--  Move cursor                      @-J  Right justify this category
 >  @   <   Switch category positions        @-K  Define a calculated category
--> @  <--  Change column width              @-N  Change report name and/or title
@-A  Arrange (sort) on this category        @-O  Printer options
@-D  Delete this category                   @-P  Print the report
@-G  Add/remove group totals                @-R  Change record selection rules
@-I  Insert a prev. deleted category        @-T  Add/remove category totals
--------------------------------------------------------------------------------

DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:       AUTHOR:      D
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -
00482        WP           Publishing   Copyright    Request for  Schlenker    8
00483        DB           Activity     First grade  Data base fo Schlenker    N


-------------------------------------------------------------------- More --->
Use options shown above to change report format                   34K Avail.
```

Figure 22. The Screen After Completion Of The Printing Task.

File: DOC.LIBRARY.005 Page 1
Report: LIBRARY 13MAY89

DOC. NO:	DOC. TYPE:	KEY WORD:	SUBJECT:	TITLE:	AUTHOR:	DA
00482	WP	Publishing	Copyright	Request for	Schlenker	88
00483	DB	Activity	First grade	Data base fo	Schlenker	No

Figure 23. An Example Of The Printed Report.